

Summer Scientific Forum Committee Vice Chair

Ideal Candidate

The Committee Vice Chair is both a leader and a manager who is knowledgeable in the developments, issues, and key opinions in their scientific area. The Vice Chair works in the pharmaceutical sciences, is currently employed at a senior level, such as a director or associate professor, and has demonstrated leadership skills and scientific excellence. The Vice Chair is capable of inspiring the members of the Scientific Programming Committee to collaborate on the meeting's scientific program, while also meeting deadlines, timelines, and goals. They view Summer Scientific Forum (SSF) as a product of AAPS and recognize its role as a cornerstone of AAPS' business operations. They also understand the need to position the meeting against competing non-profit and for-profit meetings and recognize the business implications of the meeting's impact on AAPS' bottom line and sustainability. They must be able to envision, understand, and appreciate the scientific content planned for delivery at the event. The Vice Chair must place AAPS' mission, objectives, and the meeting audience first in all discussions and decision-making, and guide other volunteers in an audience-centric mindset.

Qualifications

Applicants who do not meet these qualifications will not be considered.

- Member of AAPS at time of application through completion of the meeting.
- Employed at a senior level, such as a director or associate professor.
- Depth of expertise, preferably influence, in a pharmaceutical discipline related to bioanalysis or pharmaceutical analysis. * Knowledgeable about trends affecting pharmaceutical scientists in this space. Awareness of key opinions held by leaders in the field.
- Previous volunteer service in a leadership capacity at AAPS. Service may be in the role of Track Chair, Chair of a task force or committee, service on the Board of Directors, etc. Service in a similar organization is acceptable, but not preferred.
- Understands the meeting is a business product of AAPS.
- Excellent communication and facilitation skills.
- Willing to encourage others in creating and submitting scientific proposals through their personal networks, social media, and the AAPS Communities.
- Commitment to attend SSF in person in 2024.

Duties

- Support the Chair and team in building a scientific program that is:
 - Consistent with AAPS strategic vision
 - Achieves objectives of the SSF
 - Aligns to the tracks and themes identified by the Scientific Programming Committee
 - Ensures high standards for presentation

- Prioritizes attendee experience over other concerns
- Assist in selecting plenary speakers.
- Assist the Chair in managing the committee, including:
 - Working with Track Chairs and Leaders in selecting scientific presentations
 - Recruiting additional speakers and presentations to fill gaps
 - Accepting delegated responsibilities and tasks appropriately, ensuring timelines and deadlines are met
- Assist the Chair in preparing for Scientific Programming Committee meetings. Lead the meetings if the Chair cannot attend.
- With assistance from AAPS staff, coach Track Chairs and Leaders in designing audience-centric sessions, including selecting experienced moderators and addressing potential duplication of content in presentations.
- Communicate submission criteria and encourage members, non-members, partners, and sister organizations to submit proposals through their personal networks, social media, and the AAPS Communities.
- Recruit moderators through their personal networks, social media, and the AAPS Communities.
- Assist in managing speakers whose proposals have been accepted.
- Develop programming to fill gaps in submissions by recruiting subject matter experts and obtaining commitment to present.
- Attend teleconferences to discuss alignment across tracks.
- Collaborate with staff to inform speakers and resolve questions.
- Attend SSF and assist in the execution of the program as necessary.

Term of Service

SSF 9-month execution cycle, which begins in December and concludes with the conference’s wrap-up the following year.

Estimated Time Commitment

2-3 hours a week on average over the 9-month period, with periods of intense engagement in the spring and summer.

Appointment Process

Selected by SPC Chair and approved by AAPS Board of Directors.

*AAPS generally alternates between candidates with strength in Bioanalysis and Pharmaceutical Analysis to ensure that the Committee Chair and Vice Chair have complementary strengths.